**How to access, organise and use NCEA data**

1. Go to http://www.nzqa.govt.nz/studying-in-new-zealand/secondary-school-and-ncea/secondary-school-statistics/ ( add this to your favourites)
2. From this page you can click “Literacy and Numeracy” or “Results by subject and standard”
3. Select school year (you cannot select 2012 until March next year)
4. Select region (Northland)
5. Select your school
6. Click percentages or numbers
7. Click Breakdown by gender and ethnicity
8. Click the subject you want data for
9. Click “show internal entries with no reported result”
10. Click “comparison report data”

11. Click “all” to compare with the rest of NZ

1. Click “Submit”
2. Now you can choose whether to capture the overall picture on this screen: unit standards/internals/externals OR to click on one area like the “internals” to look more closely at the achievement
3. If you want to save the data in a form that is easy to use click “Excel spreadsheet unformatted” and save the spreadsheet.
4. Delete all the columns and rows you don’t need.
5. Make the columns narrower so they will fit on an A4 page
6. Select all (I start at the bottom right row and column)
7. Copy
8. Paste onto a word document
9. Organise the word document so that it is landscape.